



# Lee County Libraries

## Lee County Libraries Board of Trustees

### August 21<sup>st</sup>, 2019 Meeting Minutes

*(rescheduled from August 7<sup>th</sup>, 2019)*

I) Call to Order: Chairwoman Dutton called the meeting to order at 5:38 pm

II) Roll Call

- a) Library Trustees Present: Chairwoman Mary Dutton, Vice-Chairman Jeff Hockaday, Trustee Bill Tannenbaum, Trustee Sue Porr, Trustee Rebecca Hunter, Trustee Cathy Griffith, Trustee Beal
- b) Library Trustees Absent: Lee County Commissioner Chairwoman Amy Dalrymple
- c) Staff present: Director Beth List
- d) Public present: Beth Cockman-Wood

III) Adoption of Current Agenda:

**MOTION: Trustee Griffith motioned to adopt the agenda as presented for the August 21<sup>st</sup>, 2019 meeting. Motion carried.**

*AYE: 7/7: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith, Trustee Beal*

*NAY: 0/0*

IV) Approval of Previous Meeting Minutes as submitted:

**MOTION: Vice-Chairman Hockaday motioned to approve the minutes of the June 2019 meeting as submitted. Motion carried.**

*AYE: 7/7: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith, Trustee Beal*

*NAY: 0/0*

V) Public Comments:

- a) NA

VI) Library Director Report - (see attached)

- i) Safety Report – (see attached)
- ii) Friends Report
  - (1) The Friends Book Sale will be in September.
  - (2) The Friends will be meeting on Friday, August 23<sup>rd</sup> at 9:30 am in the conference room.



VII) Old Business

- a) Five Year Plan – Director List shared the layout of the plan and the proposed goals. Once objectives are set, the library board will discuss and vote on their adoption.
- b) Joint Library Discussion – discussion ensued.

VIII) New Business

- a) Review Code of Conduct Policy

**MOTION: Vice-Chairman Hockaday motioned to approve the updates proposed to the Code of Conduct Policy as presented.**

*AYE: 7/7: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith, Trustee Beal*

*NAY: 0/0*

- b) Board of Trustee Binders – will be updated and ready for the October 2019 meeting. Trustees are asked to email Director List with any suggestions or additions to be made to the binders ASAP.
- c) Board of Trustees Action Timeline – Trustees are asked to submit suggestions and additions to be included on the annual timeline to be prepared by Director List for the October 2019 meeting.

IX) Other Business

- a) Updated “purpose” of the Library Board of Trustees - Director List proposed an update to the “purpose” as stated on the Lee County Government Website in regards to what the Library Board is responsible.

**MOTION: Trustee Tannenbaum motioned to approve the Lee County Board of Trustees purpose to read: “to maintain, operate and supervise the library facilities and to promote the mission of the library within the community. This will be accomplished through identifying/adopting written policies and by making recommendation to the Board of Commissioners, County Manager and Director of Library Services”.**

*AYE: 7/7: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith, Trustee Beal*

*NAY: 0/0*

- b) Smoking Signage – Trustee Beal requested the “No smoking 35 feet” signage be updated to reflect no smoking on county property per county ordinance. Director List will update the signage.

X) Adjournment



## Lee County Libraries

**MOTION: Trustee Porr motioned to adjourn the meeting at 7:05 PM. Motion carried.**

*AYE: 7/7: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Tannenbaum, Trustee Porr, Trustee Hunter, Trustee Griffith, Trustee Beal*

*NAY: 0/0*

**Important Dates:**

- The next meeting is on Wednesday, August 7<sup>th</sup>, 2019.
- The Libraries will be closed Saturday, August 31<sup>st</sup>, 2019 through Monday, September 2<sup>nd</sup>, 2019 for Labor Day.

Respectfully submitted by:

Beth List, Library Director

Accepted and approved:

Mary Dutton, Chairwoman